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Office Memorandum • UNITED STATES GOVERNMENT 25X1

TO : Assistant Director for Reports & Estimates

FROM : Executive Director

SUBJECT: Implementation of ICAPS Survey

Ref: (a) Memorandum from the Assistant Director for Reports and Estimates on same subject, dated 4 August 1947
(b) Memorandum from Executive Director on same subject, dated 30 July 1947

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Enclosure: (A) Appendix to reference (a) on "Time required for final coordination with departmental agencies under existing procedure"

1. The clarification of reference (b) requested in reference (a) follows:

Paragraph 6a: Inasmuch as the early full operation of the Reference Branch is of vital interest to Offices other than ORE, ORE should continue to press the personnel recruitment and increased space requirement of this Branch.

Paragraph 6b: If the conditions specified in reference (b) now obtain, no further action is required.

Paragraph 6c: The schedule showing delays encountered in obtaining IAB agency clearances attached to reference (a) is herewith returned as Enclosure (A) to be placed in such form as to be serviceable to the Director in approaching the IAB. Your suggestions for improvement in procedures are desired in addition to the schedule.

Paragraph 6d: This paragraph was to remind ORE of its responsibility for the production of such national intelligence as SWNCC may require and to expand ORE's current activities in this direction as its personnel expands. No mention was made of applying pressure as suggested in reference (a).

Paragraph 6e: It has been the opinion of the Director that ORE has not been forceful enough in the past in determining and announcing the priority schedule on which its production program is based. To satisfy the Director that this is currently being done, ORE should submit its Quarterly Production Program which specifies production priorities to all CIG offices for their guidance.

Paragraph 6f: While it is recognized that OCD has a responsibility for determining the adequacy of available collection facilities abroad, it is also recognized that the experts producing intelligence estimates in ORE, through their study of field reports, must be important contributors to any CIG evaluations of these facilities. These opinions can be supplied either directly to OCD or to ICAPS.

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Paragraph 6g: It is always the responsibility of any Office to propose such changes in procedures and policy as are believed advisable. Currently, situation reports are, as reference (a) indicates, adapted to meet the requirement of ONI and thus include some basic intelligence. At such time as CIG is given the responsibility for basic intelligence, the outline for situation reports should be modified to place more emphasis on well considered conclusions on foreign potentialities and intentions. Compendia of basic intelligence should be restricted to basic intelligence surveys. Advance review with ONI of this proposal would appear advantageous.

Paragraph 6h: Compliance with reference (b) is desired.

Paragraph 6j: The ICAPS survey of ORE disclosed the fact that certain of the Branches considered that they were not receiving the necessary number of copies of incoming dispatches. The opinion expressed by the Assistant Director in reference (a) is to the contrary. It is therefore desired that the matter be looked into carefully to determine the exact requirements of the Branches.

Paragraph 6k: The ICAPS survey of OO disclosed the dissatisfaction by that Office with the guidance supplied by ORE to their Contact Branch in supplying intelligence requirements to Americans travelling abroad. It is possible that an extension of the currently satisfactory briefings given to outgoing agency representatives to include the above classification might meet the requirements of OO. Recommendations for such an extension are requested.

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